

STARPORT – NASA EXCHANGE-JSC GILRUTH CENTER USAGE POLICY AND GUIDELINES 2015

The following information is provided in an effort to assist in planning events and activities at the Gilruth Center.

The Gilruth Center complex (referred to as “The Gilruth Center” in this document) includes both the interior building as well as the outdoor premises. This policy and guidelines apply to the entire Gilruth Center complex. The Gilruth Center will be operated by the NASA Exchange – JSC (referred to as “Starport” in this document) in accordance with NPD 9050.6J..

The Gilruth Center is primarily operated to fulfill NASA mission-related purposes which include use by JSC employee team members, NASA organizations and Starport Partner organizations, JSC families and retirees, and the remaining JSC community. External clients may be allowed to use the facility on a space available basis, but do not have any priority standing for booking events at the Gilruth Center complex.

The Gilruth Center is officially part of the NASA - Johnson Space Center. It is located on federal property and is considered a federal facility. All rules, regulations and policies of a federal facility apply to the Gilruth Center facility, both indoor and outdoor premises. Specific policies related to Gilruth Center use are established by federal regulation, Center policy and additional policies and guidelines established by the Starport/NASA Exchange Council.

The Gilruth Center is managed by Starport, as part of the JSC Human Resources Office.

TYPES OF CLIENTS

The contact person must be present at all times during facility use and is responsible for the conduct of those in attendance. The contact person assumes responsibility for any damage to the property, equipment, or facility. Starport management reserves the right to limit or refuse the use of the facility at any time to any group or individual.

Official Use or Internal groups are not assessed a rental fee and are defined as:

- Official NASA-related events, sponsored by a JSC organization or Starport Partner organization, and have a direct relation to NASA’s mission (e.g. – business meetings/seminars, employee training, organization retreats, NASA education events, “all-hands” meetings).
- Take place during on a Monday – Friday between the hours of 6:00 a.m. – 7:00 p.m.
- JSC and/or Starport Partner recognition events (e.g. - award luncheons, banquets/dinners, retirements, going away celebrations or holiday celebrations).
- Groups recognized as having a direct NASA-related, mission-related connection.
- All facility rentals are dependent on availability
- All rental agreements and fees are up to the discretion of Starport Management.

Official use and internal groups normally have priority in the reservation and use of the Gilruth Center complex.

Unofficial Use or External groups that are assessed a rental fee are defined as:

- Private events hosted by JSC employee team members (weddings, anniversary celebrations, family reunions, etc.).

- Take place outside of the normal business hours.
- Any event which does not have a direct NASA-related, mission-related connection (e.g. - civic or community groups and local school group events).

UNALLOWABLE USES OF THE GILRUTH CENTER

- Events sponsored or conducted by any organization, individual, or activity practicing or advocating discrimination based on race, religion, creed, color, sex, sexual orientation, age, or national origin.
- Events having a partisan political, sectarian, or similar nature of purpose.
- Events for the purpose of advocating or influencing action on legislation.
- Events conducted for any type of commercial profit or individual profit (e.g. - direct or indirect sale of products or services, charging of admission fees, or the making of an indirect assessment for admission, or the taking of a collection).
- No animals are allowed at the Gilruth Center, except those trained to assist disabled individuals (exception includes events where a petting zoo is part of the activities and is subject to the “Vendor” requirements below).
- No group or individual may use the facility for events that are a threat to the safety of the clients or property.
- No recurring or regularly scheduled events are allowed.
- Starport Management reserves the right to determine if a specific usage of the Gilruth Center is appropriate.

PAVILION AND OUTDOOR EVENTS

Pavilion and outdoor events are classified as either official or unofficial, as described above.

Inclement weather may force the cancellation of pavilion and outdoor events. Precautions of temporary shelters, the curtailment of certain activities or other rain alternatives should be considered during the planning process. Outdoor events cannot be moved indoors in the event of bad weather. Starport Management cannot guarantee an inside room should inclement weather arrive.

Starport Management has the right to alter pavilion or outdoor events due to weather, if activities will in any way be unsafe or damage the facilities or premises.

For events classified as “pot luck,” only a “Hold Harmless Agreement” is required. The Hold Harmless Agreement is available in the Exchange Events Office.

Starport Management reserves the right to assess a clean-up fee to any event if the pavilion or outdoor rental area is not left at the original status at the beginning of the event.

SCHEDULING

Events are scheduled on a first-come, first-served basis. However, any event scheduled in the Gilruth Center may be cancelled or postponed if a NASA-sponsored, high priority event requires the use of the facility during the normal work week (Mon-Fri, 8:00 a.m. – 5 :00 p.m.).

Reservations can be placed up to 1 year in advance of a scheduled event. While a reservation can be made 1 year in advance, priority is given to NASA events. Every effort is made to honor all scheduled events. If a scheduling conflict arises, the contact person will be notified immediately.

Starport Management reserves the right to schedule multiple events at the same time that are not in conflict with each other.

Every event scheduled by an individual or organization must use the facility according to the originally stated purpose.

GILRUTH CENTER USE RATE INFORMATION

The Gilruth Center rental rates, catering minimums and additional fees are based on staffing requirements and are subject to change at any time. Any event, taking place outside of the Gilruth Center normal business hours may be assessed additional fees in relation to staffing requirements.

Room	<u>Full Day Rental</u>	<u>Hourly Rental</u>
Alamo Ballroom	\$800	\$100
Lone Star	\$400	\$50
Discovery	\$300	\$38
Classroom	\$200	\$25
Pavilion	\$80	\$10

Additional expenses:

Starport staffing (either outside normal hours or additional depending on the size and scope of the event) will be charged at \$15 per hour for one staff member. An additional \$10 per hour will be charged for every staff member over one (1) required at the event.

OVERTIME

Events that do not end at their scheduled completion time may be subject to overtime charges. Specific details may be discussed with Starport Management.

CANCELLATION INFORMATION

Gilruth Center management reserves the right to cancel an event for official NASA-related programs or events. This will only happen when no other reasonable alternative exists, as determined by management. A full refund will be made should this occur.

DEPOSIT AND PAYMENT INFORMATION

Official Use or Internal Group Events:

No deposit or prepayment is required for official events.

Unofficial Use or External Group Events:

A deposit may be required depending on the size and scope of the specific event or reservation. Deposit details will be discussed with the renter by Starport Management.

Payments will be required on the day of the event. Exceptions will be made on a case by case basis, at which point a renter may receive an invoice payable at a later date.

Starport Recreation Facility Rentals Rates			
	Exchange Partner	Non-Exchange Partner	Youth
Basketball/Volleyball Gym			
Hourly	\$45	\$50	\$45
Daily	\$360	\$400	\$360
Hourly	\$50	\$60	\$55
Daily	\$400	\$480	\$440
Soccer Field			
Hourly	\$30	\$40	\$35
Hourly w/ Lights	\$35	\$45	\$40
Daily	\$240	\$320	\$280
Daily w/ Lights	+\$5 per hour needed	+\$5 per hour needed	+\$5 per hour
Premier Youth Baseball Field			
Hourly	\$30	--	\$35
Hourly w/ Lights	\$35	--	\$40
Daily	\$240	--	\$280
Daily w/ Lights	+\$5 per hour needed	--	+\$5 per hour
Softball Field <i>*Cost per individual field</i>			
Hourly	\$20	\$30	\$25
Hourly w/ Lights	\$25	\$35	\$30
Daily	\$160	\$240	\$200
Daily w/ Lights	+\$5 per hour needed	+\$5 per hour needed	+\$5 per hour
Additional Expenses			
Field Lining	\$15 per field	\$15 per field	\$15 per field
Portable Mound	\$15 per hour/\$75 per day	\$15 per hour/\$75 per day	\$15 per hour/\$75 day
Sound Cart	\$10 per hour/\$50 per day	\$10 per hour/\$50 per day	\$10 hour/\$50 day
Hourly – 1 Staff	\$15	\$15	\$15
Hourly – 2 Staff	\$25	\$25	\$25

CATERING AT THE GILRUTH CENTER

Starport will assist in scheduling catering for an event, but catering will not be provided directly by Starport or the Gilruth Center as it was before February 2015. Wait staff will not be scheduled by Starport and will need to be scheduled separately with the caterer.

Staff and Supervision at an Event

A variety of staffing arrangements are implemented depending upon the type of catering. The number and type of service staff is managed by Starport.

CATERING & FOOD SERVICE

In order to provide flexibility and variety, Starport will provide interested renters with a list of Approved Caterers including the JSC food service contractor. Approved Caterers used in lieu of the JSC Food service contractor are responsible for providing all necessary napkins, plates, utensils, wait staff, tablecloths, etc.

Food prepared at home and/or pot lucks are not permitted inside at the Gilruth Center.

All Approved Caterers are required to provide a copy of the caterer's "Certificate of Liability Insurance," "City of Houston Food Permit," and a signed "Starport Caterer Agreement" to Starport at least 30 days before the caterer can be scheduled by a client.

Starport Management reserves the right to assess a clean-up charge should any room not be cleaned to our standards.

SERVING OF ALCOHOL

Minors will not be served under any circumstances. As of September 1, 1986 the legal drinking age in the State of Texas is 21. In accordance with TABC law, we reserve the right to ask anyone to show their photo ID issued, by a government agency before being served alcohol. For any event (inside or outside) held at the Gilruth Center where alcohol is consumed, the TABC-certified staff member assumes the responsibility of ensuring that no minors or intoxicated person(s) are served and that no alcoholic product leaves the property.

Only beer and wine are permitted at the Gilruth Center. Hard alcohol and additional liquor is prohibited. For events and groups greater than 50 individuals, a TABC licensed bartender is required in adherence with state and local laws. The bartender must be provided by the caterer. Starport Management must be notified at least 3 days prior to the date of the event regarding alcohol being served.

Starport Management may allow small groups to bring alcohol to an outdoor event (pavilions or fields). The group will be responsible for designating a host who will be in attendance and accepts full responsibility for the group to meet the following requirements:

- No more than 50 individuals will be in attendance.
- Alcohol will only be consumed in the area designated for the event.
- No liquor will be consumed (beer and wine only) with no glass containers.
- By law, no minors (Texas legal age 21) may be provided alcohol.
- Alcohol service will be discontinued at least 30 minutes before the scheduled conclusion of the event.
- Intoxicated persons will not be served or be allowed to remain on the premises.
- Amount of alcohol will be commensurate with the number of attendees, and food and non-alcoholic beverages must also be provided.
- Consumption will be responsible and moderate. In the event someone does over-consume, the host will arrange transportation to take the individual home.
- In the event a host becomes unable to control the behavior or safety of the group, he/she will call JSC Security for assistance.

Starport Management is responsible for enforcing this policy and is authorized to review each request on a case by case basis taking into account factors such as concurrently scheduled events, history of the group, and TABC established restrictions.

AVAILABLE FOR RENTAL

Dance Floor		
	Small 15 X 15	\$300
	Medium 18 X 18	\$400
	Large 30 X 30	\$500

VENDORS

All clients must provide the Starport Facilities Office a written list of all vendors for scheduled events. This includes anyone who may be delivering, setting up, or tearing down any items or equipment for your event (e.g. - DJs, bands, moon walks, face painters, petting zoo, etc.). The vendor list, with phone numbers and vendor contact names, is due at least 7 business days prior to the scheduled event.

Starport Management may ban any vendor from the facility, at its own discretion.

All clients utilizing outside vendors are required to provide the vendor's "Certificate of Liability Insurance" and a signed "Hold Harmless Agreement" at least 7 business days prior the scheduled event. Without these documents, the vendor will not be authorized access to the Gilruth Center.

DELIVERIES

All deliveries must be coordinated through the Starport. All delivery vendors must check in with the Starport Facilities Office prior to unloading. Starport staff have full authority to make corrective changes and oversee the supervision of deliveries, setup, production, catering, tear down and clean-up of an event. All catering, floral arrangements, decorations and other materials brought in by the client, or any vendor of the client, may not be stored or set-up in any unreserved area of the Gilruth Center.

CLEAN-UP

All break-down and cleanup must occur immediately following the scheduled event. All rental and decorating items must be removed immediately after the event, unless special arrangements are approved in advance by Starport. Starport does not assume any responsibility for items left by the client or the client's vendors.

CHILDREN

Children under the age of 16 must be under the immediate supervision of an adult, at all times. There must be an appropriate number of chaperons for the number of children who are using the facility. Starport staff members cannot monitor children during an event or patron use. Starport staff are not responsible for any childcare supervision.

SMOKING

The Gilruth Center facility (interior) is designated as non-smoking facility. Smoking is not permitted in courtyards and within 25 feet of doorways, entries, operable windows, and outdoor air intake ducts.

LIABILITY

All clients shall indemnify and hold harmless the Gilruth Center, its agents and employees against any and all damages, claims and liability due to the loss of property of others or any other liability arising out of its use of the facilities. The facility client is responsible for the payment of damages to, or loss of the Gilruth Center property if occurred as a result of the preparations, use during the actual event, or during clean-up.

Unless it would be inappropriate due to the nature of the event, a clause shall be included in each contract stating that the contractor will indemnify and hold harmless the United States, its agents and instrumentalities (including Starport), and representatives, officers, and employees thereof, from any and all claims, demands, actions, debts, liabilities, judgments, and costs arising out of, claimed on account of, or in any manner predicated upon, the loss of or damage to property, or

injury to or death of any person(s), in any manner caused or contributed to by any action or omission of the contractor, its agents, representatives, or employees.

Starport will recover all costs for any damage or loss to the premise, facility or facility contents caused by or arising out of the client's activities while using the facility. Additionally, any loss or damage to other's property and/or injury or death to any person(s) caused by or arising out of the client's activities while using the facility will be the responsibility of the group using the facility.

PRINTED MATERIAL AND COMMUNICATION OF AN EVENT

The content of all printed materials relating to the event, including programs, and promotional material is subject to prior approval by Starport. Any costs associated with printed material changes that were not approved in advance will be borne solely by the client.

Communication material must not state that the Gilruth Center is a "public" facility, or the event is "open to the public".

DÉCOR AND SIGNAGE

Plans for all decorations, including floral arrangements and table centerpieces, must be submitted and approved in advance.

Lighted candles are not permitted.

Decorations must not necessitate the moving of any fixed or large assets in the facility. Hanging large signs or decorations in the inside or the outside of the facility is not permitted without prior approval.

No hanging of signs on furniture and walls is permitted.

If signs are approved, they must be displayed on easels and not adhered to or taped to doors, walls or furniture.

The use of double back tape, staples, nails, or any other adherence material is strictly prohibited.

ENTERTAINMENT

Starport Management reserves the right to review and approve all entertainment for any scheduled event.

GILRUTH CENTER CODE OF CONDUCT

The Gilruth Center facility is a multi-use recreation and conference facility in which a wide variety of services, programs, and events are conducted to enhance the morale and welfare of all JSC civil service and contractor employees, authorized visitors, and the local community. In addition, the following Code of Conduct sets forth expectations for all participants and visitors who use the facility for any purpose.

Participants and visitors must adhere to the following:

- Act with courtesy and professionalism at all times.
- Comply with requests and direction from Starport staff, officials, instructors, and facilitators who are acting in the performance of their duties.
- Comply with any rules and guidance set forth for the particular program, event or class.
- Wear proper fitness attire; shirts and shoes are required at all times outside the locker rooms (unless specified by Starport Management).
- Cleats are not allowed to be worn while in Starport indoor facilities.

Participants and visitors must refrain from:

- Aggressive behavior in any form, including physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person.
- Rude or argumentative behavior with staff, officials, and instructors or other participants or visitors.
- Disrupting or obstructing any program, event or class.
- Lewd, obscene or indecent conduct or expression, including profanity, or offensive remarks.
- Any action which constitutes an attempt to inflict, or the actual infliction of, or injury to other participants and/or staff.
- Willful damage or destruction to the facility or property.
- Forgery or sharing membership cards for access to the facility or access to programs, services or classes.
- Unauthorized entry to areas such as: staff offices or staff workspaces; gender opposite locker rooms; maintenance, equipment or storage rooms.
- Unauthorized use of facility computers or unauthorized adjusting of audio visual equipment.
- Photography and video taping of participants or visitors without prior approval of participants being photographed or taped and without prior approval from an authorized staff member.
- Unauthorized commercial activity – no person is allowed to post, advertise, instruct in private lessons or solicit individuals in the facility for personal services or for personal businesses that is not directly affiliated and approved through Starport.

All participants and visitors are required to report any violation of this Code of Conduct to a Starport staff member immediately. As needed, JSC Security may be called at any time to help enforce this Code of Conduct.

NON-COMPLIANCE

The Gilruth Center management reserves the right to deny use or continued use of the facilities to any person or organization not complying with these policies and procedures.

EMERGENCY PROCEDURES

The Gilruth Center requires patrons to be safety-minded while at the facility. In case of any type of emergency, please call 281 483-3333. If there is an alarm or other evidence of fire or smoke, all guests must evacuate the building immediately.

The contact person is required to read a safety message (provided by Starport) prior to the commencement of each event.

AUTHORITY FOR THIS POLICY

Waivers regarding any aspect of this policy must be submitted to the Manager, Starport or the Chair, Exchange Council.

The above policies and guidelines are at the discretion of management and are subject to change without prior notice.

GILRUTH FACILITY POLICIES

Starport requires all employees, members, participants, patrons, and renters of the programs and services offered to behave in a safe, courteous, and professional manner at all times. Failure to comply may result in barring from this facility.

General Policies

- A strict ID policy is enforced when entering any of the fitness facilities at the Gilruth Center. All members must have their valid ID (i.e., Starport Fitness Badge) with them at all times while in the fitness facilities. To enter any fitness facility, all members must scan their ID badge. If a question arises as to the validity of the presented ID, a second form of ID may be required. The Starport and Gilruth Facility staff have the right to check membership status of anyone not displaying their membership badge.
- Any member aiding in the improper use of the Gilruth Fitness Facility by an ineligible person will have their ID badge confiscated and may have their membership revoked.
- Tobacco is not permitted inside the Gilruth Center.
- Food and beverages are not permitted in the fitness center or the group exercise studios. Food and beverages are permitted in the Gilruth lobby area. The only exception is water in a closed container.
- Rosin powder, wax, or any other substance which would alter the floor surface is strictly prohibited.
- No bicycles, rollerblades, skateboards, or pets (except guide dogs) are permitted inside the Gilruth Center. No gas-powered or electric motor carts are allowed, except electric carts to assist individuals with disabilities.
- Modifications of equipment beyond the designed purpose are prohibited.
- Movement of any Starport fitness equipment may only be conducted by staff members or instructors.
- Injuries, accidents, or equipment failures are to be reported immediately to a member of the Starport staff.
- Anyone requesting to take photographs or video in Fitness facilities must receive prior approval from the Facility Manager. Failure to follow this policy may result in loss of membership.
- Starport is not responsible for lost or stolen items. Starport Management encourages personal belongings to be secured in a locker. A lost and found for small items (badges, headphones, etc.) is located at the Gilruth Information Desk.
- Misuse of Starport property may result in loss of membership.
- Use of the Gilruth Center and all fitness facilities is a privilege. Anyone violating rules or posted policies, including verbal, and/or physical abuse of employee(s) or patron(s), criminal activity, disorderly conduct, or inappropriate behavior is subject to: (a) immediate removal from the facility, (b) fines, (c) suspension of membership, and (d) criminal action.
- Interpretation of any policies will be at the discretion of Starport Management staff.

Dress Code

- Only clean, non-marking, full-toed gym/athletic shoes are permitted in the fitness areas.
- Examples of prohibited shoes include, but are not limited to, cleats, sandals, stocking feet and/or hard soled shoes (with the exception of cycling shoes for SPINNING® classes).
 - A shirt or tank top is required for participants in the Fitness areas. Torso shall be fully covered (exposed chest, midriff, or navel is inappropriate). Shirt arm holes shall be within 1.5 inches of the armpit. No altered shirts shall be worn (i.e. shirts sleeves cut

out). Athletic pants or shorts that are non-revealing and fully cover the buttocks are required. Jeans or bottoms with rivets, zippers, or buttons are not allowed as these items can damage upholstery.

Age Restrictions

- Contractors are not allowed to leave guests or children under the age of 16 at the Gilruth Center unattended.

Strength & Cardio Center

- All Starport members workout at their own risk.
- Food and drinks (with the exception of water in closed containers) are not allowed.
- Only authorized personnel of Starport are allowed to provide personal training services in the Fitness Center. Any participant observed or assumed to be personal training with a patron in the facility, who is not employed by Starport Fitness specifically for that purpose, is subject to fines and/or suspension of their membership privileges.
- For the safety of all Starport members, personal belongings may not be left on Strength and Cardio equipment or the Fitness Center floor. Members are encouraged to use locker room facility for secure storage or the metal shelving located near the entrance of the Fitness Center for placement of personal items (gym bags, etc.). Starport is not responsible for lost or stolen items.
- Members are expected to wipe down equipment before and after use.
- Safe and proper use of equipment is required at all times. Starport Fitness Technicians are available during all normal operating hours to assist in proper equipment use.
- Each participant is allowed to have only one set of dumbbells off the rack at a time.
- All plates, dumbbells, and accessories must be returned to the proper rack or weight tree after each use.
- Collars must be used on bars at all times.
- Slamming of weight stacks and/or dropping weights on the floor is not permitted in the Fitness Center, with the exception of the olympic lifting platforms.
- Participants are encouraged to rotate after one set and allow other participants to work in when using strength equipment.
- There is a 30-minute time limit on all cardio equipment during peak times (5:30-8:30 am, 11 am – 1 pm, and 3:00 pm – 7:30 pm). Participants must conclude workouts after 30 minutes if others are waiting.
- Headphones are required for all audio devices brought into the Fitness Center by patrons.

Group Exercise Studio (Studio 1)

- Only formally scheduled and/or Starport Management-approved activities are allowed in the Exercise Studio.
- Food and drinks (with the exception of water in closed containers) are not allowed.
- Unless otherwise instructed by a staff member, use of exercise or stereo equipment in the exercise studio outside of a scheduled Group Exercise class with a certified instructor or a Recreation class is prohibited.
- Use precaution to avoid any contact with the mirrors.

SPINNING® Studio (Studio 2)

- Only scheduled classes are allowed in the SPINNING® Studio.
- Food and drinks (with the exception of water in closed containers) are not allowed.

- Unless otherwise instructed by a staff member, use of Spinners, exercise or stereo equipment in the SPINNING® Studio outside of a scheduled SPINNING® class with a certified instructor is prohibited.
- Use precaution to avoid any contact with the mirrors.

Basketball Gymnasium

- Food and drinks (with the exception of water in closed containers) are not allowed.
- Hanging on the basketball rims or nets is not allowed. Dunking may be safely performed in the Basketball Gymnasium.
- Scheduled activities in the gymnasium take priority over open recreation. Any modifications of the schedule will be posted.
- Spitting is not allowed.
- Throwing objects, including balls, against the walls, bleachers, and lights is not allowed.
- During sport league events, spectators (including children) must sit in bleachers to watch the games. Parents are responsible for their children's' behavior. Spectators not following all posted guidelines will be asked to leave the facility.

Locker Rooms

- Absolutely NO CELL PHONES or photographic equipment use allowed in the locker rooms.
- Please report suspicious activity to the Starport staff members.
- WARNING—Locker room floors may be slippery. Please use caution.
- For general safety, glass containers are not permitted in the locker rooms.
- Children over the age of 5 are not permitted in the locker room of the opposite sex.

Lost and Found

- All lost and found items are retained at the Information Desk.
- Unclaimed items are donated to a charity twice each year.
- Valuable items (jewelry, ipods, etc.) are kept in a secure/locked location and can only be claimed during normal business hours unless advanced notice of pick-up time is provided by the patron.

Outdoor Facilities

- Outdoor facilities may be closed due to inclement weather.
- All field space is intended for use by Starport members only. Starport staff reserves the right to request appropriate identification at any time.
- During approved Starport activities the fields are not available for drop-in play.
- Trash must be placed in appropriate containers.
- No smoking within 10 feet of the softball dugouts.
- No children under the age of 12 in the softball dugouts. Youth members ages (12 through 15) must be accompanied by a guardian at all times.
- Glass containers are prohibited at all times.
- Unauthorized motorized vehicles, bicycles and skateboards are not allowed on the fields.
- Pets (except guide dogs) are not allowed at any of the outdoor Starport facilities. JSC Security will be contacted to enforce this rule as required.
- Use of metal cleats is prohibited on all fields.
- Wheeled devices are not allowed on the track, with the exception of ADA designated assistance devices.
- During sporting events, warming up or playing outside the designated area is not allowed.

CODE OF CONDUCT ENFORCEMENT

The above Code of Conduct will be enforced by the staff, officials, instructors and facilitators whose authority shall prevail in the immediate situation.

If a violation occurs with a civil service employee, the immediate supervisor of the employee will be notified. If a violation occurs with a contractor employee, the contractor's human resources office will be notified.

The following actions may be taken for violations of the Code of Conduct:

- Violations of the code that do not constitute an immediate and apparent threat to the safety of others or their property will result in all or some of the following actions, including, but not limited to:
 - Verbal warning
 - A suspension of certain and/or all privileges for a specified period of time
 - A permanent suspension
- Violations of the code that are deemed to constitute an immediate or implied threat to the safety of others, or their property and/or the safety of the facility or facility property may result in the following actions, including, but not limited to:
 - A one to six month suspension
 - A six to twelve month suspension
 - A permanent suspension

The Starport/Exchange Operations Manager and the JSC Exchange Council Chair ultimately determine the final outcome for failure to comply with the Code of Conduct. No refunds will be given for loss of privileges due to a final determination that a violation of the Code of Conduct occurred.

Any acts that are considered violations of the JSC Workplace Violence Policy shall be referred to JSC Center management for appropriate action.

